

**MARINE CORPS LEAGUE**

**DEPARTMENT OF ARIZONA**

**SAN FRANCISCO PEAKS DETACHMENT #912  
FLAGSTAFF, ARIZONA**



**BY-LAWS**



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**ARTICLE ONE**

**DETACHMENT MEETING**

## **SECTION 100-AUTHORITY**

The supreme legislative and policy making power of the San Francisco Peaks Detachment, Marine Corps League shall be vested in the Detachment composed of the properly elected Officers, Board of Directors and members in good standing.

## **SECTIONS 101, AND 105-DO NOT APPLY**

## **SECTION 110-VOTING**

- (a) Regular members in good standing and *present* at that meeting shall be permitted to vote in elections or on matters called before the Detachment. In no circumstances shall any member vote by proxy in any election of officers.
- (b) An associate member shall be entitled to the rights, privileges and benefits of a regular member, however, such member shall not vote on a membership application, an election of officers, or hold an elective office. A Detachment or a Department may by provisions in the Bylaws and/or Administrative Procedures allow an associate member to vote on its internal affairs provided such vote does not affect a policy of the Marine Corps League.

## **SECTION 112-MEETINGS**

The San Francisco Peaks Detachment, Marine Corps League, shall hold regular monthly meetings on the third Tuesday of each month at 17:30 hours at a place agreed to by the Detachment membership. The Detachment Charter, the Bible and the National and Detachment Colors shall be displayed at all business meetings.

## **SECTION 115-ELECTIVE OFFICES**

The Detachment Officers to be elected shall be: Commandant, Senior Vice-Commandant, Junior Vice-Commandant and the Judge Advocate

### **SECTION 120--NOMINATIONS**

- (a) All nominations for elective offices shall be made from the floor one month prior to elections being held and prior to voting at the October meeting. Nominees must be members in good standing in the Marine Corps League at the time of their nomination. Each nominee, when called upon, shall rise, unless restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve loyally, faithfully and to the best of their ability during the term to which elected.
- (b) Nominations for an elective office shall be made at the September monthly meeting and prior to voting at the October meeting.

### **SECTION 125-ELECTIONS**

The election of Detachment Officers shall be the last order of business of the October Meeting. The election of Commandant, Senior Vice-Commandant, Junior Vice-Commandant and Judge Advocate, shall be by ballot.

- (a) No person shall hold more than one elected Detachment Office at the same time.
- (b) Before voting begins, the Detachment Commandant shall select two Past Detachment Commandants or past Detachment elected Officers to act as Judges and Tellers.
- (c) When Judges and Tellers have informed the Chair that they are ready and prepared to supervise the election, the Chair shall then call for the "Election of Officers." Upon such announcement by the Chair, it shall not accept or entertain any issue, question or subject, which is not strictly related to voting. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the meeting floor until the voting is completed. A majority of votes cast is required to elect Detachment Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender until a simple majority is achieved.

### **SECTION 130-TERM OF OFFICE**

Detachment Officers shall be elected for a term of one (1) year and may stand for reelection. No member may serve more than five (5) consecutive terms in any elected office.

### **SECTION 135-QUORUM**

A quorum will consist of three members of the Detachment Staff and five members in good standing shall constitute a quorum to transact the business of a regular meeting. The phrase "business of a regular meeting" shall include approving by voice vote or ballot any and all matters

including the election of officers. The presence or absence of a quorum at special meetings shall be determined by the chairmen of standing or special committees or in appropriate circumstances by the Senior Vice-Commandant presiding.

**SECTION 140-RIGHT TO SPEAK**

All members in good standing, when recognized by the Chair and not so expressly prohibited by these Bylaws, shall have the right to speak on any subject and all issues brought to the meeting for its consideration.

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## BYLAWS

### ARTICLE TWO

#### DETACHMENT BOARD OF DIRECTORS

##### SECTION 200-COMPOSITION

The Detachment Board of Directors shall be composed of the following:

- (a) Detachment Commandant
  - (b) Detachment Senior Vice Commandant
  - (c) Detachment Junior Vice Commandant
  - (d) Detachment Judge Advocate
  - (e) Past Detachment Commandant
1. The Detachment Commandant is authorized to appoint a Past Detachment Commandant, if the outgoing Detachment Commandant is not inclined to serve.
  2. Each elected Officer shall select a member in good standing to serve as a member of the Board of Directors.
  3. The Detachment Commandant will select one Associate Member to serve as a member of the Board of Directors with approval of the elected Officers. By National Bylaws page BL 6-1. An Associate cannot vote on any item except on internal Detachment items and then only if so stated in Detachment Bylaws. So the Associate Member can only be for input and advise.

##### SECTION 205-POWERS

In between meetings, in compliance with the provisions of the Congressional Charter, the National Bylaws and Administrative Procedures and the Directives and Mandates of the National Meeting, and the Department Bylaws and Administrative Procedures and Directives of the Department of Arizona, the Powers and Authority of the Detachment Board of Directors shall be:

- (a) To exercise such other powers and to do such other actions as are compatible with the National Bylaws and Administrative Procedures and the Department of Arizona Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive powers between Detachment Meetings.
- (b) To approve or disapprove the minutes of the Detachment Meeting at the next regularly scheduled meeting of the San Francisco Peaks Detachment, Marine Corps League. After the conclusion of the next regularly scheduled meeting, changes to the minutes can be made only to the degree of correcting errors or omissions.

## **SECTION 210- BOARD MEMBERS DUTIES**

In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of the Department of Arizona, National and Detachment Bylaws and Administrative Procedures of the Marine Corps League.

The specific duties of the Members of the Detachment Board of Directors shall be:

### **DETACHMENT COMMANDANT**

Shall preside at all sessions of Detachment regular meetings and at all meetings of the Detachment Board of Directors. The Detachment Commandant, together with the Board of Directors, shall have direction and control of the executive and administrative affairs of the San Francisco Peaks Detachment, Marine Corps League between Detachment Meetings. In addition, the Detachment Commandant shall:

- (a) Observe and enforce the observance of the Congressional Charter and the National, Department and Detachment Bylaws and Administrative Procedures of the Marine Corps League.
- (b) Direct to all officers and members such orders as are not in conflict with the Bylaws and Administrative Procedures which are necessary for the proper conduct of business.
- (c) Call such meetings of the Detachment Board of Directors as are required by the Department, Detachment and National Bylaws and Administrative Procedures.
- (d) Seek the advice of the Detachment Board of Directors and Staff.
- (e) The Detachment Paymaster shall hold in trust all securities, funds and property of the San Francisco Peaks Detachment, Marine Corps League, subject to the supervision of the Detachment Board of Directors.
- (f) With the advice and consent of the Detachment Board of Directors, appoint the following Detachment Officers:  

Adjutant, Paymaster, Quartermaster, Chaplain, Sgt.-At-Arms, Historian, Veterans Service Officer and other Staff Officers as may be necessary.
- (g) With the advice and consent of the Detachment Board of Directors, appoint such standing committees as are deemed necessary.
- (h) Approve requisitions of the Paymaster, which exceeds the approved budget or One-Hundred and Fifty Dollars (150.00).
- (i) Represent the San Francisco Peaks Detachment, Marine Corps League at social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of this organization.

(j) Perform such other duties as are directed from time to time.

(k) The Detachment Commandant may not hold the office of Commandant in any other level of the Marine Corps League. Resignation from the lower office shall be required upon being sworn into the higher office.



### **DETACHMENT SENIOR VICE-COMMANDANT**

Shall give assistance to the Detachment Commandant and, during the absence or illness of the Detachment Commandant, perform the duties of that office. The Detachment Senior Vice-Commandant shall assist, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League and the San Francisco Peaks Detachment.

### **DETACHMENT JUNIOR VICE-COMMANDANT**

Shall arrange the social affairs of the Detachment and chair the membership committee, which shall create and publicize such incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence of both the Commandant and Senior Vice-Commandant at a regular meeting, or of the Senior Vice-Commandant at a staff meeting, the Junior Vice-Commandant will preside.

### **DETACHMENT JUDGE ADVOCATE**

Shall interpret the National, Department and Detachment Bylaws and Administrative Procedures. The Detachment Judge Advocate shall advise, construe and render opinions on questions of Law and Procedure to the Detachment Commandant, the Detachment Board of Directors and the Detachment Staff when so requested in the manner outlined hereinafter.

- (a) At Detachment Meetings, the Detachment Judge Advocate shall render an opinion on Law and Procedure to the Chair, whereupon the Chair shall rule on the opinion and the question, which ruling shall be final unless appealed, whereupon the Detachment Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A vote of members in good standing will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.
- (b) At Detachment Board Meetings, the same procedure shall apply, and two-thirds (2/3rds) of the Detachment Board of Directors present and voting will be required to reverse the ruling of the Chair.
- (c) On all questions of Law and Procedure pertaining to the National, Department and San Francisco Peaks Detachment, Marine Corps League or any of its subsidiaries, referred to this officer through channels, the Detachment Judge Advocate shall rule in writing. Copies of the ruling shall be distributed by hand or via the U.S. Mail to the parties concerned and to the Detachment Commandant and the Department Judge Advocate. That ruling shall be binding unless reversed on appeal by the Department Judge Advocate.
- (d) The Detachment Judge Advocate may not hold the office of Judge Advocate in any other level of the Marine Corps League. Resignation from the lower office shall be required upon being sworn into the higher office.

## **PAST DETACHMENT COMMANDANT**

Shall be a full voting member of the Detachment Board of Directors, contributing generously and impartially from past experience to the best interest of the San Francisco Peaks Detachment, Marine Corps League.

## **SECTION 215-VACANCY**

The order of succession to the office of the Detachment Commandant shall be Senior Vice-Commandant, then Junior Vice-Commandant.

In the event of other vacancies on the Detachment Board of Directors, the Detachment Commandant, with the advice and consent of the remaining Board Members, shall appoint a successor to fill the remaining un-expired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through *failure to attend three consecutive meetings without approval of the Detachment Commandant* or in the case of removal from office for cause as is provided in Chapter Nine of the Administrative Procedures.

## **SECTION 220-BOARD MEETING**

The Detachment shall meet:

- (a) Once a month and at the call of the Detachment Commandant for special emergency reasons, providing that a quorum of the Board is assured through the polling by the Detachment Adjutant prior to the issuance of the call for a special Board meeting.
- (b) The Detachment, Department and National Bylaws and Administrative Procedures, shall govern the conduct of business at all Detachment Board Meetings and Parliamentary reference shall be *Robert's Revised Rules of Order*.

## **SECTION 225-QUORUM**

The presence of a majority of the Elected Officers and Board of Directors shall constitute a quorum for the transaction of business.

## **SECTION 230-VOTING**

Each Detachment member in good standing shall have one (1) vote. The Detachment Judge Advocate shall abstain from voting on all matters wherein the Detachment Judge Advocate has rendered an official opinion.

## **SECTION 235-CONDUCT OF BUSINESS**

The Board of Directors may conduct business between Meetings at any regular or special meeting, by mail, telephone, fax or e-mail.

- (a) All business by mail requiring a YES or NO vote shall be handled routinely by the Detachment Adjutant who shall mail to every Board Member an identical copy of the question on a printed ballot containing spaces for the YES or NO vote, a space for the voter's signature, and a space for entry date.
- (b) Upon receipt of a mail ballot forwarded by certified mail return receipt requested, each Board of Directors Member should cast his vote and complete as indicated. The ballot shall be returned to Detachment Adjutant as soon as practical. A Board of Directors member failing to return his ballot within a reasonable period, as determined by the Detachment Adjutant, will be recorded as not voting. A reasonable period in this case shall be determined by the mail delivery time required between the mailing addresses of the members of the Detachment Board of Directors.
- (c) The Detachment Adjutant shall keep a record of all ballots mailed with the date of mailing, a record of the date of the return ballot, and shall mail to each Board Member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total YES and NO votes.
- (d) All business by telephone requiring a YES or NO vote shall be handled routinely by the Detachment Adjutant, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The Detachment Adjutant may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.
- (e) Upon request by a Detachment Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, within such time extension.
- (f) The Detachment Adjutant shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each Detachment Board of Directors Member.
- (g) The results of each mail and telephone balloting shall be made available to the Board of Directors within five (5) business days after compiling of the vote. Following each balloting by the Board of Directors, the results of such vote, in detail for the information of the membership, shall be published in the next issue of the official Tucson Detachment Marine Corps League publication or e-mail.

**BYLAWS**  
**ARTICLE THREE**  
**DETACHMENT STAFF**

**SECTION 300-COMPOSITION**

The Detachment Staff shall be comprised of the Detachment Board of Directors, appointed Detachment Officers, Committee and Chairpersons being identified collectively as Staff Officers and individually as a Staff Officer.

**SECTION 305-POWERS**

The power and authority of the Detachment Staff shall:

- 1) Be the same as that of the Board of Directors, except that members of the Staff who are not members of the Board of Directors shall have no vote and shall not be considered in determining a quorum for the Board of Directors meetings.
- 2) The Board of Directors are responsible for ensuring the proper conduct of members and guests within the San Francisco Peaks Detachment, Marine Corps League. Discipline for any actions that are deemed detrimental to the Bylaws and Administrative Procedures of the Marine Corps League, Board of Directors.

**SECTION 310-DUTIES OF STAFF OFFICERS**

The Detachment Staff Officers shall acquire a working knowledge of the National, Department and Detachment Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Detachment Board of Directors with individual duties:

**A) DETACHMENT ADJUTANT Shall**

- 1) Record minutes of all Detachment Board of Trustee, Committee and regular monthly Detachment meetings.
- 2) Act as an Administrative Assistant to the Detachment Commandant
- 3) Perform such other duties as are usually assigned to a Recording Secretary.
- 4) Surrender to the duly appointed successor all San Francisco Peaks Detachment, Marine Corps League books, records and other property with which the office is charged.

**B) DETACHMENT PAYMASTER Shall**

- 1) Be responsible to the Detachment Commandant.
- 2) Perform all of the ordinary and necessary business of the San Francisco Peaks Detachment, Marine Corps League, within the bounds of the budget as provided by the Board of Directors.
- 3) Receive all monies, keeping record of their source and purpose, and shall deposit said monies in approved and Federally insured accounts, including checking and/or savings accounts

within the City of Flagstaff or Coconino County, Arizona. All monies deposited shall be in the name of the San Francisco Peaks Detachment, Marine Corps League.

- 4) Establish the Fiscal Year for the San Francisco Peaks Detachment, Marine Corps League from December 1 to November 30 the following year and provide assistance as necessary in the conduct of an annual audit of all of the funds of the San Francisco Peaks Detachment, Marine Corps League.
- 5) Assure that all checks issued have the signatures of the Paymaster of the San Francisco Peaks Detachment, Marine Corps League, or their appointee.

**C) DETACHMENT CHAPLAIN Shall**

- 1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the San Francisco Peaks Detachment, Department and the National Bylaws and Administrative Procedures of the Marine Corps League.
- 2) Perform such other duties as are assigned by the Detachment Commandant.

**D) DETACHMENT SERGEANT-AT-ARMS Shall**

Preserve order at the Detachment Meetings and such other Detachment meetings as may be called by the Detachment Commandant, and to perform such other duties as are assigned by the Detachment Commandant.

**E) DETACHMENT HISTORIAN**

Shall assemble and maintain a record of the San Francisco Peaks Detachment, Marine Corps League history of achievement.

**F) VETERANS SERVICE OFFICER Shall**

Provide professional assistance with VA Education Programs, VA Claims, VA Health Care, VA Home Loans and VA Insurance Programs.

**G) NOMINATIONS COMMITTEE CHAIRMAN Shall**

Chair the Nominations Committee and be responsible to the Commandant and the Board of Directors, for obtaining the names of qualified members to run for Detachment Office. Nominations will also be accepted from the floor as per Section 120.

**SECTION 315-VACANCY**

Should a vacancy occur in an appointed office, a committee chair, or a committee member, the Detachment Commandant shall fill such vacancy as soon as practical. All such appointments

are subject to the subsequent approval by the Detachment elected Officers and the Board of Directors.

**SECTION 320-CONTRACTING AUTHORITY**

No Officer of the San Francisco Peaks Detachment, Committee Chairperson or member of the San Francisco Peaks Detachment, Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the San Francisco Peaks Detachment, Marine Corps League, without first submitting such contract or agreement to the Detachment Judge Advocate for his consideration. All documents should then be forwarded to the entire Detachment Board of Directors, who thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the San Francisco Peaks Detachment, Marine Corps League shall require the signature of the Commandant and the Paymaster.

**BYLAWS**  
**ARTICLE FOUR**  
**DEPARTMENTS**

The San Francisco Peaks Detachment follows the National Bylaws  
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**BYLAWS**  
**ARTICLE FIVE**  
**DETACHMENTS**

The San Francisco Peaks Detachment follows the National Bylaws  
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**BYLAWS**  
**ARTICLE SIX**  
**MEMBERS**

The San Francisco Peaks Detachment follows the National Bylaws  
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**BYLAWS**  
**ARTICLE SEVEN**  
**SUBSIDIARIES AND SUBORDINATE GROUPS**

The San Francisco Peaks Detachment follows the National Bylaws  
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**BYLAWS**  
**ARTICLE EIGHT**  
**MISCELLANEOUS**

**SECTION 800-AMENDMENTS**

The Detachment Bylaws may be reviewed, amended, or repealed by a majority vote of the members provided the proposed revision, amendment, or repeal is submitted in typewritten form in the exact wording, to the Detachment Adjutant, not less than **thirty (30)** days prior to the opening date of the Detachment Meeting at which said proposal is to be considered. Detachment Adjutant shall distribute copies of each proposal, without personal comment, to members in good standing no later than **thirty (30)** days prior to the opening day of the Detachment Meeting at which said proposal is to be considered.

**SECTION 805-EFFECTIVE DATE**

Each revision, amendment, or repeal of a provision of the San Francisco Peaks Detachment, Marine Corps League Bylaws, which is approved at a Detachment Meeting, as outlined in Section 800, which does not provide for an effective date, shall become effective upon the close of the Detachment Meeting at which it is approved. All revisions to these Bylaws shall be approved by the Department Judge Advocate, when they will become effective upon the Judge Advocate's signature date.

**SECTION 810-DETACHMENT BYLAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION**

Each member of the Detachment Board of Directors, elected Officers, the Department of Arizona Judge Advocate, National Headquarters Marine Corps League and the National Judge Advocate shall be provided at no charge two (2) copies of the Bylaws and Administrative Procedures of the San Francisco Peaks Detachment, Marine Corps League, including all changes thereto. Additional copies of the San Francisco Peaks Detachment, Marine Corps League Bylaws and Administrative Procedures will be for sale by the Detachment Paymaster.

**SECTION 815-BLANKET BOND**

The following officers are included under a Blanket Bond paid for by the National Marine Corps League Headquarters:

- (a) Detachment Commandant
- (b) Detachment Paymaster (or Adjutant/Paymaster)



(c) Detachment Paymaster or Adjutant/Paymaster as applicable.

### **SECTION 820-DISSOLUTION**

Should this Organization be dissolved, all funds, property, and assets of the San Francisco Peaks Detachment, Marine Corps League shall be surrendered to the Department of Arizona to be held in abeyance.

### **SECTION 825-MEMBERSHIP LISTINGS**

The membership listing of the Marine Corps League is *proprietary information* and under the direct control of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage in administering membership of such applicable Departments and Detachments. The membership listing will not be sold, copied, loaned or assigned without permission, in writing, from the National Executive Director, the National Board of Directors, and the San Francisco Peaks Detachment Board of the Marine Corps League.

### **SECTION 830-VIOLATION**

Each member who violates the precepts of the National, Department or San Francisco Peaks Detachment Bylaws or the Administrative Procedures of the Marine Corps League is subject to the provisions of Chapter Nine (9) Grievance and Discipline as stated in the Administrative Procedures.

### **SECTION 835-UNIFORMS**

- a) The San Francisco Peaks Detachment, Marine Corps League follows the National Enclosure Three (3), Uniform Code – Marine Corps League.
- b) It shall be the responsibility of each Detachment Commandant to ensure the uniforms authorized in National Enclosures Three (3) are worn properly by their members.

### **SECTION 840-AWARDS**

- a) The San Francisco Peaks Detachment follows the National Enclosure Four (4), Marine Corps Awards.
- b) It shall be the responsibility of each Detachment Member to provide copies of their DD-214 / DD-215, and authorizations for other awards, when requested.
- c) It shall be the responsibility of each Detachment to collect the copies of the DD-214 / DD-215 (s) and the award authorizations of each member.
- d) It shall be the responsibility of each Detachment Commandant to ensure their members wears only awards, which have been authorized.

